WEST VIRGINIA DIVISION OF CRIMINAL JUSTICE SERVICES CHILD ADVOCACY CENTERS GRANT PROGRAM

- Guidelines -

Revised: March 2010

SECTION 1: GENERAL INFORMATION

1.1. The West Virginia Child Advocacy Centers (CACs) Grant Program.

The West Virginia Child Protection Act of 2006 (Chapter 15, Article 1I, of the West Virginia State Code) codified a series of programs, criminal law revisions and other reforms to provide and promote the ability of the children of this state to live their lives without being exposed and subjected to neglect and physical and sexual abuse. As a result, the targeted increases in terms of incarceration, enhanced treatment, post-release supervision and new approaches toward the state's child protection system will strengthen government's ability to address this most serious problem. This Act will provide for greater intervention among and punishment and monitoring of individuals who create a risk to our children's safety and well-being.

During the course of the 2007 Regular Session, the Legislature passed Senate bill 626, recognizing the important role that child advocacy centers play in realizing the intents of the Child Protection Act of 2006.

The 2008 Legislature appropriated funding to implement a system of child advocacy centers throughout the State. This funding is intended to provide grant relief to be passed through the West Virginia Division of Criminal Justice Services (DCJS) to those child advocacy centers in need of supplemental financial assistance.

1.2. Beginning the process.

By invitation only, applications for funds by eligible entities are initiated by completing a DCJS, CACs Grant Program application and submitting it to DCJS. Applications should be submitted to:

West Virginia Division of Criminal Justice Services 1204 Kanawha Boulevard, East Charleston, West Virginia 25301

1.3. CACs Grant Program goals.

The following goal(s) have been identified for the CACs Grant Program:

- Ensure a comprehensive, culturally competent, multidisciplinary team response to allegations of child abuse in a dedicated, child-friendly setting; and.
- Provide or facilitate mental health interventions and victim advocacy services.

SECTION 2: PROGRAM STANDARDS

2.1. CACs Grant Program core elements.

All fundable child advocacy centers must include the core elements established in 2.1.a. or 2.1.b. below (documentation required), depending on the center's circumstance. All child advocacy centers must include core element 2.1.c.:

2.1.a. Accredited membership in the National Children's Alliance (NCA). The following program components are necessary for accredited membership in the National Children's Alliance:

<u>Multidisciplinary Team:</u> A multidisciplinary team for response to child abuse allegations includes representation from the following: law enforcement, child protective services, prosecution, medical, mental health, victim advocacy and Children's Advocacy Center.

<u>Cultural Competency and Diversity:</u> Culturally competent services are routinely made available to all CAC clients and coordinated with the multidisciplinary team response.

<u>Forensic Interviews:</u> Forensic interviews are conducted in a manner that is legally sound, of a neutral, fact finding nature, and are coordinated to avoid duplicative interviewing.

<u>Victim Support and Advocacy:</u> Victim support and advocacy services are routinely made available to all CAC clients and their non-offending family members as part of the multidisciplinary team response.

<u>Medical Evaluation:</u> Specialized medical evaluation and treatment services are routinely made available to all CAC clients and coordinated with the multidisciplinary team response.

<u>Mental Health:</u> Specialized trauma-focused mental health services, designed to meet the unique needs of the child and non-offending family members, are routinely made available as part of the multidisciplinary team response.

<u>Case Review:</u> A formal process in which multidisciplinary discussion and information sharing regarding the investigation, case status and services needed by the child and family is to occur on a routine basis.

<u>Case Tracking:</u> Children's Advocacy Centers must develop and implement a system for monitoring case progress and tracking case outcomes for all MDT components.

<u>Organizational Capacity:</u> A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative policies and procedures.

<u>Child Focused Setting:</u> The child-focused setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and their non-offending family members.

- **2.1.b.** Associate membership in the NCA. Associate members must have developed a substantial plan toward the establishment of a fully functioning child advocacy center. Associate members must have (1) established a multidisciplinary team for investigations; (2) have begun conducting joint forensic interviews; and, (3) have based their child advocacy center in a facility.
- **2.1.c. Program evaluation.** A written plan shall be developed which measures the success of the program. The plan should include the following elements: goals, objectives, and data to be captured regarding each client and services rendered utilizing standardized forms.

DCJS reserves the right to waive the core element 2.1.b., if an entity or entities can adequately demonstrate an aggressive posture toward gaining associate membership status in the NCA.

SECTION 3: OTHER ELIGIBILITY REQUIREMENTS

In order to be eligible for CACs funding, a program must be designed to address the intents of the Child Protection Act of 2006, and meet the following additional requirements:

3.1. Record of effective services.

2nd year + <u>granted</u> programs must demonstrate progress toward meeting the requirements of accreditation and/or providing effective services. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources or documented attempts to gain financial support from other sources.

3.2. New programs.

Those established and operational programs that have not yet demonstrated a record of providing effective services may be eligible to receive CACs funding, if the program can demonstrate that a portion of their financial support comes from local community or other sources, and that a plan is in place to provide effective services. It is important that entities have a variety of funding sources in order to ensure financial stability. This requirement may be waived by DCJS.

NOTE: CACs funding may not be used for "start-up" costs.

3.3. Promote community efforts.

Programs must promote, within the community, coordinated public and private efforts to assist and support the child advocacy center. Coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams which either directly or indirectly impact the child advocacy center. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services. Coordination efforts qualify an organization to receive CACs funding and are also activities that can be supported with said funds.

3.4. Compliance with rules regulating grants.

Programs shall comply with State of West Virginia rules regulating grants. These rules include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of CACs funds received. This includes but is not limited to: financial documentation for disbursements; daily time and attendance records specifying time dedicated to providing allowable services under the CACs Grant Program; client files; that portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

3.5. Victim compensation benefits.

Programs must make a concerted effort to assist victims of crime in the application for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on the status of claim(s).

3.6. Confidentiality.

At the time of a forensic interview, the child advocacy center will inform parents or guardians about the importance of a coordinated team investigation and ask him/her to permit sharing of information about the case with all MDT members, as well as other specifically named professionals who are already involved with the family. A signed copy of this permission statement listing all approved professionals must be kept in the child advocacy center case file and will be provided upon request to those on the list. MDT members are responsible for adhering to the confidentiality requirements of their own discipline. Case files, recorded forensic interviews, and case information shared or discussed by MDT members at any time must be considered confidential within the MDT. Aside from the aforementioned exceptions concerning the MDT, child advocacy center client information must be kept confidential as required by state and federal law except with the express permission of the parent or guardian.

3.7. Compliance with additional state criteria.

Programs must abide by any additional eligibility or service criteria as established by the State of West Virginia including submitting upon request, statistical and programmatic information of the use and impact of CACs funds.

SECTION 4: APPLICATION AND RECEIPT OF FUNDS

4.1. Eligible **applicants**.

By invitation only, funding under this program is available to units of local government and private non-profit agencies meeting the core elements established in Section 2 of these guidelines. For the purposes of this program, a unit of local government is a town or township, village, city, or county that carries out substantial governmental duties and powers. Non-profit agencies must submit (1) a copy of the Certificate of Incorporation (from the West Virginia Secretary of State's Office) of the organization which is making the application; (2) a copy of the IRS Determination Letter – 501(c)(3); and, (3) a copy of the latest Income Statement Balance Sheet.

Child advocacy centers that are in a process of accreditation are eligible to apply for funding from DCJS, for no more than five (5) years eligibility. Following this 5 year term, if the applicant agency is not accredited, they will be determined ineligible to receive further funding from DCJS under this grant program. DCJS reserves the right to waive this 5 year term limit.

4.2. Ineligible recipients.

4.2.a. Federal agencies.

Federal "agencies" are ineligible to receive CACs funds.

SECTION 5: ALLOWABLE COSTS

5.1. Basic guidelines.

The basic guidelines for determining allowability of costs will be the extent to which these costs contribute to the purpose and execution of the state assisted child advocacy center. In general, project costs are "all necessary charges made by a grantee to accomplish the objectives of a project during the grant period." It will be assumed that:

- Applicant agencies will each bear their appropriate share of allocated costs as allowable under federal, state and local law or regulation.
- DCJS and its grantees have the primary responsibility for employing whatever form of organization and management techniques will be necessary to assure proper and efficient fiscal administration and cost allocation, including accounting, budgeting, reporting, auditing and other review controls.
- Costs pertinent to carrying out unrelated function (i.e., unrelated to programs receiving grant support) are not allowable and there cannot be recognition of "profit" or increment above true costs in executing grants.

5.2. Direct services.

The following services are considered direct service project expenses:

5.2.a. Personnel costs.

Personnel costs are those that are directly related to providing administration and direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit CACs funded personnel; and the cost of training paid and volunteer staff.

5.2.b. Special services.

Special services are those necessary to operate an effective child advocacy center and meet the core elements of the program guidelines. These special services include: direct services such as client therapy or advocacy, information and referral, case management, forensic interviewing, court testimony, prevention and education programs, MDT meeting participation, case reviews and case tracking and program evaluation.

5.3. Other allowable costs.

The services, activities, and costs listed below are not generally considered direct services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with CACs funds, the sub grantee must clearly demonstrate that direct services to clients cannot be offered without

support for these expenses; that the sub grantee has no other source of support for them; and that proportionate and reasonable amounts of CACs funds will be used for these purposes. The following list provides examples of such items:

5.3.a. Skills training for staff.

CACs funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to clients, the criminal justice system and the community. **All** trainings must be approved by DCJS prior to attending any training by submitting a written request for training approval. If training is specifically outlined in the original request for funds, and is approved, a subsequent request is not necessary.

5.3.b. Training materials.

CACs funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

5.3.c. Training related travel.

CACs funds can support costs such as travel, meals, lodging, and registration fees to attend training. Sub grantees are encouraged to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when necessary training is unavailable within the immediate geographical area, funds may be used to support training outside of the geographical area. All travel expenses must adhere to State of West Virginia travel regulations, without exception.

5.3.d. Equipment and furniture.

CACs funds may be used to purchase furniture and equipment that provides or enhances direct services to clients and the community.

Funds cannot support the entire cost of an item that is not used exclusively for CACs Grant Program activities. However, CACs funds can support a prorated share of such an item. In addition, a sub grantee cannot use funds to purchase equipment for another organization or individual to perform services that is not related to the CACs Grant Program. Examples of allowable costs may include beepers; computers, printers, video cameras; two-way mirrors; and other equipment and furniture necessary for the program.

5.3.e. Purchasing or leasing vehicles.

Recipients may use CACs funds to purchase or lease vehicles if they can demonstrate to DCJS that such an expenditure is essential to delivering services to a child advocacy center. DCJS must give prior approval for all such purchases.

5.3.f. Advanced technologies.

At times, computers and other advanced technologies such as TTY/TDD machines may increase a program's ability to reach and serve its clients, the criminal justice system and the community. In making such expenditures, CACs Grant Programs must describe to DCJS how the advanced technology will enhance services to the program and/or the community; how it will be integrated into and/or enhance the subrecipients current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense.

5.3.g. Contracts for professional services.

CACs funds generally should not be used to support contracts for professional services. At times, however, it may be necessary for recipients to use a portion of their grant to contract for specialized services. Examples of these services include mental health services, sign and/or interpretation for deaf/speech-impaired clients, or for clients whose primary language is not English.

NOTE: Programs are prohibited from using a majority of CACs funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

5.3.h. Operating costs.

Operating costs are allowable under the CACs Grant Program. Examples of allowable operating costs include utilities; supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and, books and other program-related materials. Funds may support administrative time to complete CACs Grant Program required time and attendance sheets and programmatic documentation and statistics, as well as administrative time to maintain required client records and program reports.

5.3.i. Supervision of direct service providers.

CACs funds may be utilized for supervision of direct service providers when it is determined that such supervision is necessary and essential to provide direct services for the child advocacy center. For example, DCJS may determine that using CACs funds to support a coordinator of staff and volunteers is a cost-effective way of better serving clients.

5.3.j. Repair and/or replacement of essential items.

CACs funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for clients, staff, and the community. In the event that a vehicle is purchased with CACs funds, related items such as routine maintenance and repair costs and automobile insurance are allowable.

5.3.k. Public presentations.

CACs funds may be used to support presentations that are made in the community, to criminal justice professionals, or other public forums, and that are designed to identify needs of clients, the community and the local criminal justice system and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by CACs funds.

SECTION 6: MATCHING FUNDS REQUIREMENTS

6.1. Matching funds.

Beginning with FY 2011 applications, programs will be required to assume a greater local level of fiscal responsibility and promote increased local participation.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project. Providing matching funds demonstrates collaboration and a commitment to the sustainability of the project, which is one of the major components used by staff in assessing merit of the project. Note: <u>Each agency</u> requesting funds must meet their own match.

The matching requirements are as follows:

- Years one (1) and two (2) = 10% Cash Match
- Year three (3) = 15% Cash Match
- Year four (4) = 20% Cash Match
- Year five (5) and beyond = 25% Cash Match

For 1st and 2nd year applicants, the method for calculating the appropriate match for individual CAC grants is as follows:

- Step 1: Amount of Grant Requested Funds ÷ .9 = Total Project Amount
- Step 2: Total Project Amount Grant Requested Funds = Match Amount

NOTE: When calculating match for additional years, please use the following: For year 3 - divide by .85; for year 4 - divide by .80; for year 5 and beyond - divide by .75.

The applicant agency is responsible for ensuring that a commitment for the matching funds is available **prior** to submitting an application. The applicant must certify as part of its application, that the funds required to pay the matching portion of the cost of each program will be made available for expenditure during the grant period. This certification is made by including the total match amount on the application form where appropriate

and signing page 1 of the application. Regardless of the source of the match, it must be expended during the project period.

All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. All grant award recipients must provide the required cash match. **There is no waiver provision for the match.**

6.2. Expending matching funds.

The grantee matching share must be expended in the same manner and proportion as budgeted in the application. The grantee share must also be expended in the same time frame (grant period) as the state funds are expended.

6.3. Records of matching funds.

Since the requirement for grantee matching funds is mandatory, accurate records must be maintained which demonstrate the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of CACs funds.

SECTION 7: UNALLOWABLE COSTS

7.1. List of unallowable costs.

Some services, activities, and costs, cannot be supported with CACs funds. These include but are not limited to the following:

- Activities determined to be outside the purposes/activities specifically covered by the approved program description and project budget.
- <u>Lobbying, Legislative and Administrative Advocacy</u>. CACs funds cannot support legislation or continued legislation, or administrative reform, whether conducted directly or indirectly with grant funds.
- Fundraising Activities. Fundraising is an unallowable expense.
- <u>Indirect Organizational Costs</u>. For example, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases and construction may not be supported with CACs funds.
- The purchase of real estate.
- Bad debts.
- Contingencies.
- Contributions or donations.
- Entertainment.

- Fines and penalties.
- Interest and other financial costs.
- Prior obligations.
- Under-recovery of costs under grant agreements.
- Legislative expenses.
- Start-up costs.
- Relocation Expenses. CACs funds cannot support relocation expenses such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments for clients, family members of clients or program staff.

7.2. Program audits.

All agencies will be subject to annual audit reviews by the State of West Virginia Auditor's Office. All irregularities reported during these audit reviews must be issued in full to DCJS within 30 days of receiving the formal audit report and findings.

SECTION 8: PROGRAM APPLICATION PROCESS

8.1. Application steps.

The application process consists of the following steps:

8.1.a. Requests for proposals.

Requests for proposals (RFP's) will be mailed invitation only to all recognized, currently accredited or in a process of accreditation entities.

8.1.b. Application kits.

An application kit will be mailed. The application kits will include the new fiscal year application and program guidelines, as well as DCJS contact information and the application deadline date.

8.1.c. Acknowledgement of receipt of applications and initial review.

Applications will be promptly acknowledged upon receipt and reviewed for completeness by DCJS staff. The applicant will be immediately contacted if omissions appear.

8.1.d. DCJS Staff assessment.

Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and recommendations will be noted. Staff assessment may be based on, but will not necessarily be limited to:

- Organization of the project, including potential assumption of either a portion of or all costs by the applicant agency.
- Probability that the grant will achieve its objective(s).
- Adequate fiscal responsibility.
- Coordination of efforts with local criminal justice, child protection, mental health and medical service providers.
- Evidence of local support for the program, for example financial support by County Commission, United Way, Church or civic group, or individual number of volunteers.
- Need for the project.
- Geographic area(s) to be served.
- Determination that the program meets the requirements established in Section 2 of these guidelines.

8.1.e. Funding recommendations.

DCJS will:

- Approve the application.
- Approve the application with conditions, budget adjustments, or amendments to the application.
- Return the application for revision (the required revision will be appended to the application).
- Deny.

8.1.f. Funding decisions.

Staff will take the necessary actions to affect the recommendations which include conveying those recommendations to the Governor via a predetermined format.

NOTE: Authority to make grant awards is vested only in the Governor of the State of West Virginia. Staff recommendations are advisory only and should not, at any time, be considered indicative of the final action by the Governor.

8.2. Requirements regarding time-frame for a program to be operational following an award.

Each approved project not operational within 60 days of the approved starting date of the grant period must report by letter to DCJS the steps taken to initiate the project, the reasons for delay, and the expected starting date. If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90-day letter, DCJS may cancel the project and redistribute the funds to other project areas or under <u>extenuating</u> circumstances, extend the project period.

SECTION 9: APPROVAL OF PROGRAMS

9.1. Programs requesting state funding:

Those child advocacy centers requesting state funding for the implementation of their program shall adhere to the following process/guidelines:

- Applications must be received (NOT "postmarked") by DCJS on or before the indicated application deadline.
- The application will be received, reviewed and considered.
- Applicants may be required to orally present their application to the Division or a peer review panel.
- Upon approval, the grant will begin on July 1 and end on June 30.
- Funding awards will be for a one-year period and on a competitive basis.
- 10% cash match is required as stipulated within these guidelines.
- Applicants must submit all administrative paperwork including the award contract, an award resolution, a certification of debarment, an Equal Opportunity Employer certification and if applicable, copies of the Certificate of Incorporation, IRS Determination Letter – 501(c)(3) and the latest Income Statement Balance Sheet.
- State funds will be disbursed to the applicants through a monthly reimbursement system.
- Applicants must submit monthly progress reports.
- Applicants must collect statistical data as required by NCA and submit the data on a semi annual basis to DCJS.
- Applicants must submit an annual progress report.

SECTION 10: ACCOUNTING BOOKS AND RECORDS

10.1. Generally accepted accounting procedures.

Grantees must maintain accounting records in accordance with generally accepted accounting procedures, which will ensure that state and grantee matching funds are adequately accounted for.

10.2. Special accounting procedures.

In addition to complying with its regular accounting procedure, the grantee must keep special accounting records, which will accomplish the following:

- Account for the receipt of state funds approved for each grant project.
- Account for the expenditure of state and matching funds approved for each grant project by the broad budget categories set forth below:
 - <u>Personnel/Contractual</u>: Salaries, employee benefits, and contracts for hiring of consultants. Consultant services require <u>advance</u> DCJS approval.
 - <u>Travel/Training</u>: Lodging, transportation, registration fees, and subsistence expenses for project personnel. Training projects require <u>advance</u> DCJS approval. Expenses may not exceed ceiling established by West Virginia state travel regulations.
 - o <u>Equipment</u>: Computers and software; advanced technologies or other singular item costing over the amount of \$5,000.00.
 - o Other: Allowable expenses not otherwise classified.

SECTION 11: TRAVEL REGULATIONS AND RATES

11.1. State of West Virginia travel regulations.

Project travel expenses are to be determined in accordance with the State of West Virginia travel regulations and rates, unless the grantee's travel regulations are more restrictive, then its regulations will govern. **Reimbursement is limited to actual expenses incurred**. A complete copy of the current state rates and regulations can be found at www.state.wv.us/admin/purchase/Travel. A copy of the most current per diem rates can be found at http://perdiem.hqda.pentagon.mil/perdiem/.

11.1.a. Meal allowance.

Costs are <u>ONLY</u> allowable for overnight stay travel and at 75% maximum on the first and last day of travel. Please refer to the State of West Virginia Travel Regulations and nationwide per diem rates.

11.1.b. Motor vehicle.

Reimbursement for the use of employee's personal car in connection with grant business will be based on the State Government rate. Such reimbursement rates shall apply between the employee's headquarters and any designated location of work as approved by the project director. There will be no reimbursement of expense for commuting purposes other than in cases where an employee has completed his/her workday and is called out to return to his/her headquarters.

11.1.c. Duplicate reimbursements.

Not withstanding any provision of these guidelines to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursements for any expense incurred in instances in which such expenses have been paid or are to be paid by DCJS as part of registration fee.

11.1.d. Registration fees.

Registration fees for conferences and/or seminars must be supported by receipts and attached to the attendee's expense report. Lodging and/or food that are included in the registration should be indicated on the expense report. Additional reimbursement will not be made for lodging or food that is included in registration fees.

SECTION 12: PROJECT INCOME

12.1. General rules of project income.

Project income is defined to be "gross income earned by grant supported activities." The following general rules apply regarding project income:

- All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:
 - Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives; or,
 - Deducted from the total project costs for the purpose of determining the net costs on which the state share of costs will be based.

SECTION 13: MONITORING

13.1. Annual on-site visits.

All projects receiving state grant funds are subject to annual on-site visits by DCJS staff to monitor the performance of grant-supported activities. Monitoring visits will be conducted to:

- Determine progress made toward achieving project objectives;
- Determine compliance with terms, conditions, and purpose of grant;
- Identify technical assistance needs; and,
- Provide guidance of future design or funding of similar projects.